

STATE OF HAWAII
STATE PROCUREMENT OFFICE
HONOLULU, HAWAII

Legal Ad Date: June 27, 1997

REQUEST FOR PROPOSALS

NO. RFP-97-259-O

SEALED PROPOSALS AND PRICING

FOR

DEVELOPMENT OF ASSESSMENT TOOL
AND CERTIFICATION SYSTEM FOR
HOSPITALITY AND TOURISM SKILL STANDARDS
FOR THE DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

will be received up to and opened at 2:00 p.m.

on

July 28, 1997

in the State Procurement Office, Kalanimoku Building, 1151 Punchbowl
Street, Room 416, Honolulu, Hawaii 96813.

Questions relating to this bid solicitation may be directed to
Ms. Fran Villarmia, telephone (808)586-0563, facsimile (808)586-0570.

ROBERT J. GOVERNS, CPPB
Procurement Officer

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SECTION ONE
INTRODUCTION AND TIMETABLE

1.01 INTRODUCTION

The State of Hawaii, Department of Labor and Industrial Relations, desires to contract with a qualified organization to develop and pilot an assessment tool and a system for portable certification of hospitality and tourism skill standards which an individual worker achieves.

1.02 CONTRACT TERM AND WORK SCHEDULE

The contract term and work schedule set out herein represent the State's best estimate of the schedule that will be followed. If a component of this schedule is delayed, such as the opening date, the rest of the schedule will likely be shifted by the same number of days.

The length of the contract will be from the official commencement date specified on the Notice to Proceed, approximately August 15, 1997, for approximately two hundred seventy five (275) calendar days until completion, approximately May 31, 1998.

The approximate contract schedule for this RFP is as follows:

Advertisement of Request for Proposals	June 27, 1997
Deadline for Written Inquires	July 11, 1997
State Response to Written Questions	July 18, 1997
Proposals Due	July 28, 1997 2:00 p.m., HST
Proposal Evaluations	Within 7 days from date of Proposals Due
Oral presentations (if necessary)	8 days from completion of Proposals Due
Best and final offers (if necessary)	5 days from completion of Proposal Evaluations or Oral Presentation
Contract Award	4 days from best and final offers (no later than 8/12/97)
Contract start date	Official commencement date specified on the Notice to Proceed
Meeting with Workforce Development Council personnel	7 days from contract start date

Draft assessment tool	No later than 2 months from contract start date
Technical assistance to firms during pilot of assessment tool	October 1, 1997 - February 28, 1998
Focus groups with firms	January 1, 1998 - February 28, 1998
Revised assessment tool	April 1, 1998
System of portable skill standards documentation	275 days from contract start date

SECTION TWO
BACKGROUND AND PURPOSE

2.01 BACKGROUND

The National Governors Association has awarded a grant to the State Department of Labor & Industrial Relations to conduct a one-year demonstration Incumbent Worker project in Waikiki. The project will build the capacity of the state's visitor industry and training organizations to train workers to achieve and maintain skill standards, to assess and document workers' achievement of skill standards, and to base hiring and training decisions on such documentation.

Key components will be:

- a. An assessment tool which firms will use to measure if the workers meet the acceptable level of competency; i.e., benchmark, for each selected skill standard; and
- b. A system of portable skill standards certification to document how well workers achieve each skill standard.

2.02 PURPOSE

By documenting the skill standards that workers attain; by trusting such documentation internally and from high schools and other companies, firms will be able to streamline and improve hiring, promotion, and training decisions.

SECTION THREE
SPECIFICATIONS FOR THE ASSESSMENT TOOL
AND CERTIFICATION SYSTEM

3.01 The Contractor shall include the following elements in the development and pilot of the assessment tool and certification system:

- a. Develop benchmarks; i.e., acceptable levels of competencies, for each selected skill standard, to provide the measures for the assessment tool.
- b. Develop the assessment tool to measure if the workers meet the acceptable level of competency; i.e., benchmark, for each selected skill standard.
- c. Write instructions on how to use the assessment tool; i.e., to assess and document skill standards for employees.
- d. Provide technical assistance to Waikiki firms during the pilot of the assessment tool.
- e. Convene focus groups of the company representatives participating in the pilot of the assessment tool and documentation of skill standards, to:
 - 1) Evaluate the benchmarks and assessment tool;
 - 2) Collect copies of the completed assessment tools (to measure workers' progress after skill training);
 - 3) Respond to ideas for a system of portable skill standards certification; and
 - 4) Suggest revisions to the hospitality and tourism skill standards.
- f. Revise the benchmarks and assessment tool based on the results of the pilot.
- g. Develop and validate a system, with written instructions, for employers to create a portable skill standard certification to document how well workers achieve each selected skill standard.

3.02 Sources to use for the products:

- a. Hawaii Incumbent Worker Project Description
- b. Hospitality and Tourism Skill Standards, Hawaii draft
- c. Hospitality and Tourism benchmarks from other states and countries, if available.

3.03 The Contractor shall provide two paper copies and a computer disk of the final products.

SECTION FOUR
PROPOSAL FORMAT AND CONTENT

4.01 INTRODUCTION

- a. Proposals must include the complete name and address of offeror's firm and the name, mailing address, and telephone number of the person the State should contact regarding offeror's proposal.
- b. Proposals must include the completed and signed Offer Form page OF-1, Refer to SECTION SEVEN.
- c. Failure to include these items in offeror's proposal may be cause for the proposal to be determined non-responsive and rejected.

4.02 EXPERIENCE AND QUALIFICATIONS

Offeror shall provide:

- a. A description of the offeror's experience, as well as the experience of the individuals to be assigned to the project.
- b. A personnel roster that identifies each person who will actually work on the contract and provide the following information about each person listed:
 - (1) Title
 - (2) Resume
 - (3) Location(s) where work will be performed
 - (4) Itemize the total cost and the number of estimated hours on the project for each individual named above.
- c. At least two reference names and phone numbers for similar projects offeror has completed in the past.

4.03 SAMPLES

Offeror shall submit at least one sample of work similar to that called for in these specifications, produced by the persons performing the contract.

4.04 ADDITIONAL DATA

Offeror shall provide any additional information that will aid in evaluation of the proposals submitted. Refer to SECTION SIX.

4.05 COST PROPOSAL

Offeror shall provide on Offer Form page OF-2 (SECTION SEVEN) the total price or cost of their proposal for the services, including a general breakdown of how it was computed. The cost is not to exceed Thirty five thousand dollars (\$35,000.00).

4.07 EVALUATION CRITERIA

Each proposal will be reviewed to determine its responsiveness. Evaluation criteria will be used as specified in SECTION SIX.

SECTION FIVE
SPECIAL PROVISIONS

5.01 SCOPE

The Development of Assessment Tool and Certification System for Hospitality and Tourism Skill Standards for the Department of Labor and Industrial Relations shall be in accordance with these Special Provisions, the attached Specifications (SECTION THREE), and the General Terms and Conditions dated September 1, 1995 included by reference and made a part hereof. Copies of the General Terms and Conditions are available at the State Procurement Office, 1151 Punchbowl Street, Room 416, Honolulu, Hawaii 96813.

5.02 OFFICER-IN-CHARGE

For purposes of this contract, Ms. Sybil Kyi, Executive Director of Workforce Development Council, telephone (808) 586-8670 is designated Officer-in-Charge (OIC). Questions on the services shall be referred to Mrs. Dorothy Bremner, telephone (808) 586-8670.

5.03 PROPOSAL PREPARATION

- a. Original Bid and Copies to be Submitted. One (1) original and three (3) copies of each proposal should be submitted on forms and in the format specified in the RFP. The original shall be clearly marked "ORIGINAL" and each copy shall be clearly marked "COPY." The material should be in sequence and related to the RFP. The State will not provide any reimbursement for the cost of developing or presenting proposals in response to this RFP.
- b. Offer Form, Page OF-1. Offeror is requested to submit its offer using offeror's exact legal name as registered with the Department of Commerce and Consumer Affairs, if applicable; and to indicate exact legal name in the appropriate space on Offer Form, page OF-1. Failure to do so may delay proper execution of the contract.

Offeror's authorized signature shall be an original signature in ink. If Offer Form, page OF-1, is unsigned or the affixed signature is a facsimile or a photocopy, the offer shall be automatically rejected unless accompanied by other material, containing an original signature indicating the offeror's intent to be bound.

- c. Offer Guaranty. An offer guaranty is not required for this Request for Proposals. Any reference to offer guaranties in the General Terms and Conditions, including sample forms, is not applicable to this RFP.

5.03 PROPOSAL PREPARATION continued.

- d. Tax Liability. Work to be performed under this contract is a business activity taxable under Chapter 237, Hawaii Revised Statutes (HRS), and Chapter 238, HRS, where applicable. Both out-of-state and Hawaii contractors are advised that the gross receipts derived from this solicitation are subject to the general excise tax imposed by Chapter 237, HRS, at the current rate of 4%, and where applicable to tangible property imported into the State of Hawaii for resale, subject to the 1/2% use tax imposed by Chapter 28, HRS.

The tax equalization provision of Section 103-53.5, HRS, will not apply to the evaluation of this bid. Refer to 3.1A of the General Conditions.

- e. Hawaii General Excise Tax License. In accordance with Section 3.1A of the General Terms and Condition, offeror shall submit his/her current Hawaii General Excise Tax I.D. number in the space provided on Offer Form Page OF-1.
- f. Wage Certificate. Refer to Section 2.8 of the General Conditions. Offerors shall complete and submit the attached wage certification by which offeror certifies that the services required will be performed pursuant to Section 103-55, HRS. Only Item No. 2 of the wage certificate is applicable to this RFP. There are no comparable positions in the public sector that performs similar work as specified herein.
- g. Tax Clearance. An **original or certified copy** of a tax clearance issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) must be submitted with your sealed offer by the due date and time. The tax clearance shall be obtained on the attached two-part **Tax Clearance Application (Form A-6)** that combines DOTAX and IRS tax clearances.

The application may be mailed in or walked in to either the DOTAX or the IRS. The addresses for DOTAX and IRS district offices are listed on Form A-6. There is limited walk-in service at IRS Maui and Hawaii offices, and none on Kauai.

The DOTAX and IRS encourage the use of their mail-in service, in lieu of walk-in service. We recommend that you mail it to DOTAX where it will be processed and forwarded to the IRS. The process should be completed within twenty-one (21) calendar days. Use of the walk-in service may result in waiting in line at both agencies.

For your information, the tax clearance is valid for forty-five (45) days. If the DOTAX approves a tax clearance certificate on one date and the IRS approves it on another date, the 45-day period will begin with the later date. For example:

DOTAX approval stamp date:	7/1/96
IRS approval stamp date:	7/5/96
Tax clearance valid:	7/5/96 to 8/18/96

The tax clearance submitted with your sealed offer must be valid on the solicitation legal ad date or any date thereafter up to the offer due date. A valid tax clearance received with your offer will remain valid for the contract award.

Since this is a new process, however, and a mail-in application is encouraged, we will accept for the purpose of this solicitation a completed SPO Form TEMP B, "Certification for Tax Clearance" in place of the DOTAX Form A-6, if you are unable to obtain a tax clearance by mail in time to include it with your sealed offer. See attached pink NOTICE for the SPO Form TEMP B.

NOTE: The above tax clearance requirement is in addition to the existing requirement for final payment. Refer to the special provisions on INVOICING below for information on the tax clearance requirement for final payment.

- h. Pricing. Pricing shall include labor, equipment, all applicable taxes, and any other cost incurred to provide services specified herein. Prices shall be the all-inclusive cost to the State and no other costs will be honored.

Offerors are advised that an award for the services may not be made due to funds limitations.

5.04 REQUIRED REVIEW AND QUESTIONS

Offeror shall carefully review this solicitation for defects and questionable or objectionable matter. Comments concerning defects and objectionable material must be made in writing and received by the State Procurement Office at least, Kalanimoku Building, 1151 Punchbowl Street, Room 416, Honolulu, Hawaii 96813, by the date listed in Section 1.02 Contract Term and Work Schedule, or as amended. This will allow issuance of any necessary addendums. It will also help prevent the opening of a defective solicitation and exposure of offeror's proposal upon which award could not be made.

All questions must be submitted in writing, via mail or fax, by the date listed in Section 1.02 Contract Term and Work Schedule, or as amended, and shall be directed to:

Fran Villarmia
State of Hawaii
State Procurement Office
Kalanimoku Building
1151 Punchbowl Street, Room 416
Honolulu, HI 96813

Phone: (808) 586-0563
Fax: (808) 586-0570

5.05 STATE NOT RESPONSIBLE FOR PREPARATION COST

The offeror assumes sole responsibility for all costs associated with the preparation, submittal, or evaluation of the proposal in response to this RFP. The State of Hawaii will not reimburse the offeror for any cost relating to the proposal preparation.

5.06 CANCELLATION OF RFP AND PROPOSAL REJECTION

The State reserves the right to cancel this RFP and to reject any and all proposals in whole or in part when it is determined to be in the best interest of the State.

5.07 RFP AMENDMENTS

The State reserves the right to amend this RFP at any time prior to the deadline for submission of best and final offers.

5.08 PROPOSALS OPENING

Proposals will be opened at the date and time specified in Section 1.02 Contract Term and Work Schedule or as amended at the proposal submittal office. The proposal opening will not be opened to the public. Proposals will not be subject to public inspection until after contract is signed by all parties.

All proposals and material other than the work samples submitted by offerors become the property of the State and may be returned only at the State's option. Offerors' work samples will be returned to offerors.

5.09 EVALUATION OF PROPOSALS

The proposal submitted will be evaluated by an evaluation committee made up of the OIC and at least two State employees. Proposals will be evaluated to determine those that are acceptable, potentially acceptable, or unacceptable. Best and final offers shall be allowed when applicable. The evaluation will be based solely on the evaluation factors set out in SECTION SIX of this RFP.

Discussions may be conducted with offerors who submit proposals determined to be acceptable and potentially acceptable of being selected for award, but proposals may be accepted without such discussions.

5.10 COST AND PRICING DATA

Upon request by the OIC, the Contractor shall submit an itemized list of all direct and indirect costs associated with the performance of this contract, including, but not limited to, total number of hours at various hourly rates, direct expenses, payroll, supplies, overhead assigned to each person working on the project, percentage of each person's time devoted to the project, and profit.

5.11 CONTRACT NEGOTIATIONS

After completion of the evaluation, including any discussions held with offerors during the evaluation, the State may elect to initiate contract negotiations. The option of whether or not to initiate contract negotiations rests solely with the State. If the State elects to initiate contract negotiations, these negotiations cannot involve changes in the State's requirements or the Contractor's proposal which would, by their nature, affect the basis of the source selection and the competition previously conducted. Offerors from outside the State of Hawaii will be responsible for their travel and per diem expenses.

The State reserves the right to use any of the ideas presented in any response to this RFP. Selection or rejection of a proposal does not affect this right.

If contract negotiations are unsuccessful with the apparently successful offeror, the State may either cancel the RFP or negotiate with the offeror who submitted the next best proposal.

5.12 CONTRACT EXECUTION AND TERM OF CONTRACT

Successful offeror receiving award of \$10,000 or more shall be required to enter into a formal written firm fixed price contract. No performance or payment bond is required for this contract. Upon execution of the contract, a Notice to Proceed will be issued. The term of the resultant contract shall commence on the date indicated on the Notice to Proceed. The services shall be completed within 275 days from receipt of the Notice to Proceed or as allowed by the OIC.

No work is to be undertaken by the Contractor prior to the commencement date specified on the Notice to Proceed. The State of Hawaii is not liable for any work, contract, costs, expenses, loss of profits, or any damages whatsoever incurred by the Contractor prior to the official starting date.

5.13 INVOICING

Contractor shall send an original and three (3) copies of an invoice to:

Workforce Development Council
830 Punchbowl St. #417
Honolulu, HI 96813

5.14 PROPOSED PAYMENT PROCEDURES

The State will make payments based on a negotiated payment schedule. Each billing must consist of separate invoices and deliverables related to the video production. No payment will be made until the deliverable(s) and invoice have been approved by the OIC.

5.15 PAYMENT

Section 103-10, HRS, provides that the State shall have thirty (30) calendar days from receipt of invoice or satisfactory delivery of goods or performance of services to make payment. For this reason, the State will reject any offer submitted with a condition requiring payment within a shorter period. Further, the State will reject any bid submitted with a condition requiring interest payments greater than that allowed by Section 103-10, HRS, as amended.

The State will not recognize any requirement established by the Contractor and communicated to the State after award of the contract, which requires payment within a shorter period, or interest payment not in conformance with statute.

5.16 CONTRACT MODIFICATION

The contract may be modified upon mutual agreement by written document signed by Contractor personnel authorized to sign contracts on behalf of the Contractor and the State Procurement Office.

5.17 RE-EXECUTION OF WORK

The contractor shall re-execute any work that fails to conform to the requirements of the contract that appears during the course of the work and shall immediately remedy any defects due to faulty workmanship by the Contractor.

5.18 DEFAULT AND REMEDIES

Any of the following events shall constitute cause for the State Procurement Office to declare the Contractor in default of the contract:

1. Non performance of contractual requirements;
2. A substantial breach of any term or condition of this contract.

The State shall issue a written notice of default and the Contractor shall have an opportunity to (cure) remedy the condition within ten (10) days or any longer period specified in writing by the Procurement Officer. Time allowed for cure shall not diminish or eliminate Contractor's liability for liquidated or other damages. If the default remains, after Contractor has been provided the opportunity to cure, the State may do one or more of the following, but not limited to the following:

1. Exercise any remedy provided by law;
2. Terminate the contract and any related contracts or portions thereof;
3. Impose liquidated damages at the sum of TWENTY-FIVE DOLLARS (\$25.00) per day for delay of the Contractor in performing in whole or in part any of its obligations hereunder, or for nonperformance of the provisions of the contract;

5.18 DEFAULT AND REMEDIES continued.

4. Suspend Contractor from bidding on future solicitations;
5. Purchase in the open market, a corresponding quantity of the services specified herein and to deduct from any moneys due or that may thereafter become due the Contractor, the difference between the price named in the contract and the actual cost thereof to the State. In case any moneys due the Contractor is insufficient for said purpose, the Contractor shall pay the difference upon demand by the State.

5.19 CONFIDENTIAL INFORMATION

If a person believes that any portion of a proposal, offer, specification, protest or correspondence contains information that should be withheld, then the Procurement Officer should be so advised in writing. Price is not confidential and will not be withheld.

Pursuant to Section 3-122-59, HRS, the head of the purchasing agency or designee shall consult with the attorney general and make a written determination in accordance with Chapter 92F, HRS. If the request for confidentiality is denied, such information shall be disclosed as public information, unless the person appeals the denial to the Office of Information Practices in accordance with Section 92F-42(12), HRS.

5.20 PROPOSAL AS A PART OF THE CONTRACT

Part or all of this RFP and the successful proposal may be incorporated into the contract.

5.21 ADDITIONS AND EXCEPTIONS TO THE GENERAL TERMS AND CONDITIONS

Approvals. Any agreement arising out of this offer is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order, or other directive.

Cancellation of Solicitations and Rejection of Offers. The solicitation may be cancelled or the offers may be rejected, in whole or in part, when in the best interest of the purchasing agency, as provided in Sections 3-122-95 through 3-122-97, Hawaii Administrative Rules.

General Terms and Conditions Not Applicable. Sections 2.11 and 2.14 of the General Terms and Conditions which apply specifically to the Request for Proposals method of source selection are not applicable to Invitation for Bids. Also Sections 2.10 and 2.13 which apply specifically to the Invitation for Bids method of source selection are not applicable to Requests for Proposals.

Records Retention. The Contractor and any subcontractors shall maintain the books and records that relate to the Agreement and any cost or pricing data for three (3) years from the date of final payment under the Agreement.

5.22 CONTRACT PERSONNEL

Any change of the project team members named in the proposal must be approved, in advance and in writing, by the OIC. Personnel changes that are not approved by the State may be grounds for the State to terminate the contract.

5.23 INSPECTION & MODIFICATION - REIMBURSEMENT FOR UNACCEPTABLE DELIVERABLES

The Contractor is responsible for the completion of all work set out in the contract. All work is subject to inspection, evaluation, and approval by the OIC. The State may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. Should the OIC determine that corrections or modifications are necessary in order to accomplish its intent, the OIC may direct the contractor to make such changes. The OIC will not unreasonably withhold such changes.

Substantial failure of the Contractor to perform the contract may cause the State to terminate the contract. In this event, the State may require the Contractor to reimburse monies paid (based on the identified portion of unacceptable work received) and may seek associated damages.

5.24 CONTRACT CHANGES - UNANTICIPATED AMENDMENTS

During the course of this contract, the Contractor may be required to perform additional work, which will be within the general scope of the initial contract. When additional work is required, the OIC will provide the Contractor a written description of the additional work and request the Contractor to submit a firm time schedule for accomplishing the additional work and a firm price for the additional work. The OIC may request that cost and pricing data be provided to justify the cost of such amendments.

The Contractor will not commence additional work until the OIC has secured the required State approvals necessary for the amendment and an executed written contract amendment has been issued.

5.25 CONTRACT INVALIDATION

If any provision of this contract is found to be invalid, such invalidation will not be construed to invalidate the entire contract.

SECTION SIX
EVALUATION AND CONTRACTOR SELECTION

6.01 Evaluation criteria: Evaluation criteria are listed in the relative order of importance. The award will be made to the responsive and responsible offeror whose proposal is determined to be the most advantageous to the State based on the following criteria:

- a. Experience and qualifications in the field of assessment, 55 points maximum
- b. Work plan, 35 points maximum
- c. Pricing, 10 points maximum

6.02 Questions/formula upon which proposals shall be evaluated:

- a. Experience and Qualifications, 55 points maximum
 - (1) Do the individuals assigned to developing the assessment tool have experience in assessment, evaluation, research, and focus groups? (25 points maximum)
 - (2) Are the work samples written in a manner that facilitates reading and understanding? (20 points maximum)
 - (3) Does the proposer have a general history of timely and successful completion of projects? (10 points maximum)
- b. Work plan, 35 points maximum
 - (1) Does the work plan provide a feasible timetable and project approach? (25 points maximum)
 - (2) Does the proposal demonstrate appreciation/understanding of the project? (10 points maximum)
- c. Contract cost, 10 points maximum

In converting cost to points the lowest cost proposal will automatically receive the maximum number of points allocated to cost, 10 points.

The point allocations for other proposals will be determined as follows:

$$\frac{\text{Price of the lowest cost proposal} \times 10}{\text{Price of proposal being rated}} = \text{Points}$$

SECTION SEVEN
ATTACHMENTS

- 7.01 Offer Form, page OF - 1
- 7.02 Offer Form, page OF - 2
- 7.03 Wage Certificate

06/03/96

DEVELOPMENT OF ASSESSMENT TOOL
AND CERTIFICATION SYSTEM FOR
HOSPITALITY AND TOURISM SKILL STANDARDS
FOR THE DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
NO. RFP-97-259-0

Procurement Officer
State Procurement Office
State of Hawaii
Honolulu, Hawaii 96813

Dear Sir:

The undersigned has carefully read and understands the terms and conditions specified in the Specifications and Special Provisions attached hereto, and in the General Terms and Conditions dated September 1, 1995 by reference made a part hereof and available upon request; and hereby submits the following offer to perform the work specified herein, all in accordance with the true intent and meaning thereof.

The undersigned further understands and agrees that by submitting this offer, 1) he/she is declaring his/her offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) he/she is certifying that the price(s) submitted was (were) independently arrived at without collusion.

Date: _____

Respectfully submitted,

Telephone No.: _____

Fax No.: _____

Exact Legal Name of Offeror

Payment address, if other than
street address at right:

Authorized Signature (Original)

Title

Hawaii General Excise Tax Lic.
I.D. No.: _____

Street Address

Social Sec. or Federal I.D. No.: _____

City, State, Zip Code

If offeror shown above is a "dba" or a "division" of a corporation,
furnish the exact legal name of the corporation under which the contract,
if awarded, will be executed:

Offeror is: ___ Individual ___ Partnership ___ Corporation ___ Joint
Venture

State of incorporation: Hawaii _____ *Other _____

*If "other", is corporate seal available in Hawaii? ___ Yes ___ No

The following proposal for Development of Assessment Tool and Certification System for Hospitality and Tourism Skill Standards for the Department of Labor and Industrial Relations is hereby submitted:

TOTAL COST PROPOSAL

\$ _____

***NOTE: Attach additional pages showing the general breakdown of how the above offers were computed.

Offeror: _____

WAGE CERTIFICATE

Subject: IFB/RFP No.: _____

Title of IFB/RFP: _____

(To be completed by offeror)

Pursuant to Section 103-55, H.R.S. 1968, I hereby certify that if awarded the contract in excess of \$5,000, the services to be performed will be performed under the following conditions:

1. The services to be rendered shall be performed by employees paid at wages or salaries not less than the wages paid to public officers and employees for similar work; and
2. All applicable laws of the Federal and State governments relating to workers' compensation, unemployment compensation, payment of wages, and safety will be fully complied with.

I understand that all payments required by Federal and State laws to be made by employers for the benefit of their employees are to be paid in addition to the base wage required by Section 103-55, HRS.

Offeror _____

Signature _____

Title _____

Date _____